



## MEMORANDUM

**TO:** Superintendents, Principals, ISTEP+ Coordinators, STN Coordinators)

**FROM:** Jason Thacker, Chief Information Officer  
Wes Bruce, Chief Assessment Officer

**DATE:** June 10, 2009

**SUBJECT:** Use of Student's Legal Name for Student Test Number (STN)

A Student Test Number (STN) is a unique identifier generated by a school for a student. All students who attend a public or accredited non-public school in Indiana should have a single STN that remains with them throughout their educational experience in Indiana. The STN has no inherent meaning that can identify the student; however, it is necessary for maintaining accurate student records.

In order to minimize inaccurate or duplicate STNs, a school corporation or school **must** use the student's **legal name** when assigning the STN to the student. Legal name is the name that appears on the student's birth certificate, social security card, or similar legal document that serves as proof of identity for enrollment. Legal name includes the student's first and last names, as well as middle name and suffix (e.g., jr., III, etc.), as applicable. In addition, when using the STN Lookup in the Application Center to obtain or search for a previously assigned STN, the school or corporation must also use the student's **legal name**. Using legal name to consistently report the student over time will reduce duplicate STNs and ensure data that are reported to the state are properly associated with the correct student.

Questions about this memo should be directed to Karla Carr, Assistant Director of Data Collection and Reporting, at 317-232-0819 or [kcarr@doe.in.gov](mailto:kcarr@doe.in.gov) or the STN Help Desk at 1-800-527-4931 or [stn\\_support@doe.in.gov](mailto:stn_support@doe.in.gov).